MSA/POL Payroll FAQ

(Frequently Asked Questions)

This FAQ is designed to answer common questions regarding MSA/POL payroll processing during a workweek including a furlough day. This is **not** an exhaustive list of all possible questions. You should always ask for clarification on an issue or question when you do not know the answer.

Furlough-Eligible

1. When a furlough-eligible employee works on a furlough day, who does the employees' department notify?

The Department Director notifies HRD Labor Relations by completing the *Approval to Work on Designated Furlough Day* or *Work Extra Time* form. Check with the employee's immediate manager or supervisor for details.

2. What happens when a furlough-eligible employee works on a furlough day?

Refer to pages 33-34 of the *2009 Emergency Budget Furlough Guidance Document* for instructions and required paperwork.

NEW! **3. When an employee works extra hours (or works hours outside the normal schedule) during a workweek containing a furlough day, can the employee post those hours as compensatory time?**

No, an employee may not post hours worked outside of the normal work schedule or extra hours worked as compensatory time. Earnings outside the employee's normal schedule must be approved by the employee's supervisor who must have a valid reason to approve the extra hours. In addition, an *Approval to Work* form must be filed with Labor Relations.

4. Are employees currently out on job injury furlough-eligible?

Refer to page 22 of the *2009 Emergency Budget Furlough Guidance Document* for information on furlough-eligibility.

5. Will a list of furlough-eligible/ineligible employees be provided to departments?

Yes. Contact the department's Human Resource SDM for this information. An updated list will be provided to each department's Human Resource SDM before each furlough day.

NEW! **6. Can an FLSA non-exempt (hourly), furlough-eligible employee use sick leave, vacation leave or compensatory time in partial increments during the week of a furlough to augment the 8-hour furlough day?**

A non-exempt employee may use vacation leave or compensatory time in partial increments to supplement an 8-hour furlough day **only** if the employee works an alternate work schedule. Sick time **may not** be used to augment a furlough day.

FLSA-Exempt

7. Should FLSA-exempt employees be changed to hourly in the PeopleSoft payroll system for the workweek containing a furlough?

FLSA-exempt employees are treated as non-exempt for each workweek including a furlough day. However, for system processing purposes, ***do not change*** the FLSA code in the payroll system.

8. Can an FLSA-exempt employee use executive or vacation leave in partial increments during a furlough week to augment the 8-hour furlough day?

Updated

FLSA-exempt employees become hourly employees during a furlough week. Therefore, they may use vacation or executive leave in partial increments to supplement an 8-hour furlough day, but ***only*** if the employee works an alternate work schedule.

For example, if an employee works a 10-hour schedule, the employee may use 2-hours vacation leave plus the 8-hour furlough day = 10-hour workday.

Short-Term Temp

9. How are furlough hours reported for short-term temporary employees?

A. S*cheduled to work on a furlough day*: STT employees that are normally scheduled to work on a designated furlough day but do not work because of the furlough, are coded as **FUA.**

- STT employees normally scheduled to work on a furlough day may not be re-scheduled to work a different day. The STT must take the designated furlough day and be coded as **FUA.**
- If a STT employee is re-scheduled to have a furlough day as a regular day off, the employee must schedule an alternative furlough day, preferably during the same workweek.

B. *Not scheduled to work on a furlough day*: STT employees not scheduled to work a designated furlough day must schedule an alternative furlough day, preferably in the same workweek.

- No code is entered for the designated furlough day since no work was performed and an alternative day will be taken. The alternative furlough day must be coded as **FUA.**

C. *Emergency call-in on a furlough day*: STT employees called in to work due to an emergency on a furlough day are coded as normal for the hours worked. An alternative furlough day must be scheduled. Use code **FUA** for the alternative furlough day.

10. If a STT is terminated during a week including a furlough day, are any furlough hours be entered for that employee?

NEW!

No. Once an employee is terminated, there is no reason to enter any time for that person.

Short-Term Temp

NEW! **11.** **Why would furlough hours be recorded for an STT who was _not_ scheduled to work on a furlough day?**

Furlough hours would only be recorded if the STT was required to take a furlough day on the actual day the STT was scheduled to work. This day could be different than the actual furlough day. An alternate furlough day may be required if the department needs the budget savings as determined by the department budget analyst. The day recorded as furlough is the scheduled day the STT did not work.

NEW! **12.** **If a STT works a varied schedule, how are furlough hours calculated?**

The hours recorded are the number of hours the STT was *scheduled* to work, but did not work because of the furlough. For example: If an STT worked four hours on Monday, two hours on Tuesday, had Wednesday off, worked six hours on Thursday and was *scheduled* to work four hours on Friday but didn't work because Friday was a furlough day, then four hours would be recorded for the furlough day because that is the number of hours the STT was *scheduled* to work but did not work because of the furlough.

$16.92 Per Hour or Less

13. **Can an employee making $16.92 per hour or less use available vacation or donated vacation leave to supplement a furlough day?**

Refer to page 16 of the *2009 Emergency Budget Furlough Guidance Document.*

14. **What happens if the employee's rate increases to more than $16.92 per hour?**

Employees earning more than $16.92 per hour may not use leave on a furlough day.

NEW! **15.** **Is vacation leave donated to an employee earning $16.92 per hour or less a straight hour-for-hour donation regardless of earnings differences?**

Yes. When the donated leave goes to an employee earning $16.92 per hour or less, the leave donations are straight hour-for-hour donations regardless of earnings differences.

NEW! **16.** **If an employee earning $16.92 per hour or less receives donated leave to use for a furlough day but does not use the donated leave, what happens to the unused donated leave?**

Unused donated leave does not revert back to the original donor. The donated hours are added to the recipients' vacation leave accruals. Donated vacation leave hours shall be excluded from vacation leave payout provisions. The number of hours donated shall not exceed the donor's accrued vacation credit as of the date of the donation. No donation of vacation shall be permitted where it would cause the employee receiving the transfer to exceed his or her maximum vacation accrual.

$16.92 Per Hour or Less

17. **Is there a vacation donation form employees can use to donate vacation time to an employee earning $16.92 per hour or less?**

Yes, use the *Leave Donation Form* available on the benefits Web site: www.kingcounty.gov/employees/benefits/LeaveAdministration/Forms.

Make sure to check the box indicating the leave donation is for an employee earning $16.92 per hour or less.

Refer to pages 16-17 of the *Emergency Budget Furlough Guidance Document* for more information on donating leave.

Intent to Retire

18. **What is the procedure for the delayed filing of an employee's *Intent to Retire* form?**

The *Intent to Retire* form must be completed and submitted to HRD, Payroll Operations, BPROS and the department's payroll unit. BPROS will determine the employee's retirement eligibility and notify the employee's department.

19. **What happens when an *Intent to Retire* request is processed and approved after an employee has already experienced a loss of earnings for observed furlough hours?**

If the employee is furlough-eligible and has a repayment of furlough wages loss owed, the department will need to coordinate with Payroll Operations on the repayment of those earnings via a vacation leave balance reimbursement.

Special Note: The employee would have already received leave accruals for the furlough day so reimbursement of those hours and pay will require adjustments in the payroll system so they do not accrue twice.

20. **What is the final deadline to file an *Intent to Retire* form regarding the 2009 furlough?**

The final deadline to file an *Intent to Retire* form is December 31, 2010.

21. **Are vacation hours used to cover furlough days for employees who indicate their intent to retire recoverable if the employee does not retire as indicated?**

Updated

No. If an employee submits an *Intent to Retire* form and then does not retire by the date indicated, vacation time is deducted from the employees accrual in an amount equal to the number of vacation days used to cover furlough days. The process at the end of the year is to remove any excess vacation first, then to recover the vacation hours used to supplement the furlough.

FMLA & Jury Duty

22. **How is a furlough day recorded when an employee is on FMLA?**

Enter the appropriate benefits leave hours type, holidays and furlough hours on the appropriate date using the correct DOE hours type codes. Employees are not paid for any day that they would not normally be paid.

Emergency furlough days are considered unpaid days for purposes of FMLA and are not be counted against the employee's FMLA entitlements.

23. **What happens if an employee is on jury duty during a furlough day?**

If an employee is called to jury duty on a furlough day, the employee will not be paid by King County for that day.

Normally, King County employees receive pay for jury duty but since the furlough day is considered an unpaid day, the employee is encouraged to accept the jury duty pay provided by the court during any designated furlough day.

MSA/POL Coding

24. **What happens when a furlough-eligible employee works outside his/her regular schedule during a workweek containing a furlough?**

Additional hours outside of the normal schedule is recorded in POL on the Lump Sum Entry screen using the DOE code **YE**. If the hours are due at a regular rate of pay, no rate entry is necessary. If the hours are due at the overtime rate of pay, the overtime rate must be calculated and entered in the rate field on the Lump Sum Entry screen.

Special Note: Do not post the OT code on the Lump Sum Entry Screen for recording this pay. The OT code can only be used on this screen to report a flat dollar amount, which does not give the visibility of the number of hours needed to report on.

25. **My department has the FUA line of entry pre-populated. Employees who have submitted an *Intent to Retire* form appear in POL with a generated line of FUA entry. Should they have this entry in the system?**

Yes. Although these employees have declared their intent to retire, they are furlough-eligible with special options. If they choose to use vacation hours for the furlough day, change the FUA code to **VA**. If they choose not to use vacation hours, then the furlough hours are reported.

This is the same for employees making $16.92 per hour or less.

26. **When a furlough-eligible employee takes an alternate furlough day off, how does the alternate furlough date get coded in POL?**

Post the furlough hours using the furlough hours type code **FUA** and post the date the furlough day was taken. Remember that FLSA-exempt employees must convert to FLSA non-exempt during each workweek impacted by a furlough.

MSA/POL Coding

27. **If there is an "Ineligible" flag in POL, can FUA, VA or SL be entered on the furlough day in POL?**

Yes. The ineligible flag is only in POL for the purpose of determining who to pre-populate the line of FUA entry on. There are no other edits around that eligibility code.

To find the ineligible flag, select option 4 from the main menu and then select option F5. Under option 4 on the "Employee Special Edit" field, if an "I" is posted, the employee is furlough-ineligible. If no flag exists and the field is blank, the employee is furlough-eligible.

28. **Is there a special calculation for processing furlough hours through the POL system similar to the calculations for dock pay?**

The formula is 86.6666 – 8.00 = 78.6666 hours and it does **not** follow the standard dock pay calculation.

29. **Is the Stop Auto Pay screen used to pay an employee's hours at two different rates?**

Yes, continue to use the **Stop Auto Pay** screen to pay multiple rates

30. **Can the Stop Auto Pay screen in POL be used to report furlough and additional hours?**

Yes. The code **YF** should be used to identify any furlough hours taken. The additional hours are to be reported using the **YE** code. If the hours are to be paid at a rate other than the employee's regular rate of pay, that rate must be calculated and entered in the rate field. POL is set up to pass the **YF** code with a zero rate of pay when it feeds MSA the hours information. It is not necessary to enter the zero rate.

Example: An 87.00 hour per pay period employee takes 8.00 hours of furlough and works 2.50 hours outside the normal schedule that same week. The **Stop Auto Pay** screen should look like the screenshot below (Figure 1.0).

Figure 1.0

```
   2 <OPTION                                      01/08/09 11:05:57.3
   PL004M01                 TEST AGENCY             TERMINAL ID: FI09
                         STOP AUTOMATIC PAY         OPERATOR: JBROWN
                                                         SITE: NONE
   LAST NAME: DOE                      FIRST: JOHN
     EMPL ID: 000012345    L2: 31   PAY CODE: 5   RATE: 25.2525
      STATUS:         WORK SITE: BLDG      HOURS/WEEK:      WORK SCHED:


   ENTER RO TO STOP AUTOMATIC PAY: RO
   DOE   HOURS       RATE       QT  AMOUNT      EDITS:
    RH   79.00_   _____    _  _____
    YF    8.00_   _____    _  _____
    YE    2.50_   _____    _  _____                              |
    __   _____    _____    _  _____
    __   _____    _____    _  _____
    __   _____    _____    _  _____
    __   _____    _____    _  _____
    __   _____    _____    _  _____
    __   _____    _____    _  _____

   NEXT EMPLOYEE NAME: _____    EID: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          HELP  UPDT  DELE  NEXT  ERASE MEMO  SL/VA      HIST       MENU
```

Special Note: This screen has a memo option for noting the actual furlough date.

Miscellaneous Questions

31. **How will the warrant/advice distribution dates be impacted by the 2009 furlough days?**

The *Furlough Payroll Processing Guide v2* includes monthly calendars and details thru December 2009 regarding all distribution dates.

32. **How will a furlough day appear on a warrant/advice?**

The hours will appear as a line item in the "Hours and Earnings" section under **FurlDayUpd** for Furlough Day Unpaid.

33. **What happens if union contracts have not been ratified and remain at 2008 or earlier rates?**

Furlough days are unpaid; therefore, they are not included in any retro calculation. The employee would have already received accruals on furlough days and will not receive further adjustments unless there is a change in the accrual rate due to new contract language.

34. **Who is responsible for managing alternate furlough days?**

Each department is responsible for managing alternate furlough days. The department must submit the appropriate request to HRD for approval.

35. **How will furlough days be reported for departments that operate with lag reporting?**

Departments reporting with a payroll lag will report furlough hours in the pay period the hours for the furlough week are reported.

36. **With the loss of wages during a pay period containing furlough hours, what impact is there to an employee's earnings when the Merit Pay or Special Duty DOEs are present?**

The Merit Pay DOE is set up to pay based on the employee's normal salary; therefore, there is no impact to how that DOE pays.

Special Duty DOEs based on normal salary will not be impacted. Special Duty DOEs based on earnings will be impacted since the employee's earnings are less during a pay period containing furlough hours.

END OF MSA/POL FAQ

If you have additional questions, please contact your payroll liaison.